STATE OF MAINE
DEPARTMENT OF THE SECRETARY OF STATE
BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS
ELECTIONS DIVISION

RFP # 201208364
Lease of Ballot Scanning and Tabulating System

RFP Coordinator:

Tracy Willett, Elections Coordinator
Bureau of Corporations, Elections, and Commissions, Elections Division
101 State House Station,
Augusta, ME 04333-0101

Tel: 207-624-7636 Email: tracy.willett@maine.gov Fax: 207-287-6545

From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person / State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

Bidders' Conference: Not Applicable

Deadline for Submitted Questions: Thursday, August 16, 2012, 2:00 p.m. local time

Proposals Due: Monday, August 27, 2012, not later than 2:00 p.m. local time

Due to:

Division of Purchases
Burton M. Cross Building, 4th Floor, 111 Sewall Street
9 State House Station, Augusta ME 04333-0009

TABLE OF CONTENTS

Public Notice 2

PART I INTRODUCTION 3
- A. Purpose and Background 3
- B. General Provisions 4
- C. Eligibility to Submit Bids 5
- D. Contract Term 5
- E. Number of Awards 5

PART II SCOPE OF SERVICES 6

PART III KEY RFP EVENTS 9
- A. Timeline of Key RFP Events 9
- B. Bidders Conference 9
- C. Questions 9
- D. Submitting the Proposal 10

PART IV PROPOSAL SUBMISSION REQUIREMENTS 11
- A. Proposal Format 11
- B. Proposal Contents 12
  - Section I – Organization Qualifications and Experience 12
  - Section II – Specifications of Work to be Performed 12
  - Section III - Cost Proposal 13
  - Section IV Economic Impact within the State of Maine 13
  - Section V – Attachments 14

PART V PROPOSAL EVALUATION AND SELECTION 15
- A. Evaluation Process - General Information 15
- B. Scoring Weights and Process 15
- C. Selection and Award 16
- D. Appeal of Contract Awards 16

PART VI CONTRACT ADMINISTRATION AND CONDITIONS 17
- A. Contract Document 17
- B. Standard State Agreement Provisions 18

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS 19

PART VIII APPENDICES 20
- Appendix A – Proposal Cover Page 20
- Appendix B – Technical Proposal Form 21
- Appendix C – Cost Proposal Form 50
- Appendix D – Economic Impact Narrative Form 51

Public Notice

****

State of Maine
Department of the Secretary of State,
Bureau of Corporations, Elections and Commissions, Elections Division
Public Notice for RFP # 201208364
Lease of Ballot Scanning and Tabulating System

The State of Maine, Bureau of Corporations, Elections and Commissions, Elections Division, is seeking to lease a precinct-level Ballot Scanning and Tabulating System for approximately 125 to 250 of Maine's municipalities, for an initial 5-year contract, with the option to renew for 2 years at the discretion of the Division. In accordance with State procurement practices, the Division is hereby announcing the publication of a Request for Proposals (RFP) # 201208364 for the leasing of the aforementioned goods and services.

A copy of this RFP can be obtained by contacting the Elections Division's RFP Coordinator for this project: Tracy Willett, Elections Coordinator. The RFP Coordinator can be reached by telephone at 624-7636 or by email at the following address: tracy.willett@maine.gov. The Division encourages all interested vendors to obtain a copy of the RFP and to submit a competitive proposal.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine, 04333-0009. Proposals must be submitted by 2:00 p.m., local time, on Monday, August 27, 2012, when they will be opened at the Division of Purchases' aforementioned address. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for contract award.

****

State of Maine - Department of the Secretary of State, Bureau of Corporations, Elections and Commissions, Elections Division
RFP # 201208364
Lease of Ballot Scanning and Tabulating System

PART I INTRODUCTION

A. Purpose and Background

The State of Maine, Bureau of Corporations, Elections, and Commissions, Elections Division ("Division") is seeking proposals to lease and receive support services for a precinct-level Ballot Scanning and Tabulating System, as defined in this Request for Proposals (RFP) document, for approximately 125 to 250 of Maine's municipalities, for an initial 5-year contract, with the option to renew for 2 years at the discretion of the Division. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine ("State") and the awarded Bidder(s).

The State intends to select one successful Bidder, or team of Bidders, to implement a uniform Ballot Scanning and Tabulating System, in approximately 125 municipalities that currently use such devices, and in about 75 to 125 of the municipalities that currently hand-count their ballots. Implementation will be in two phases – with up to 75 tabulators deployed prior to the November 6, 2012 General Election and the remainder of the tabulators (up to 325) deployed in the Spring of 2013. After full implementation, the selected Ballot Scanning and Tabulating System will be the only ballot tabulating system approved by the Secretary of State for use in statewide elections in Maine during the contract period.

The Ballot Scanning and Tabulating System is used in this RFP to describe all hardware, software, infrastructure, and other components of the voting device or system, including the election management system, as well as all training, services, system documentation, maintenance and support the Bidder is including in its firm, fixed-price proposal in response to this RFP. The term Ballot Scanning and Tabulating System must not be used to refer to items or services not included in the Provider's firm, fixed-price proposal. Proposals offered in response to this RFP shall apply this definition consistently.

Maine's Current Election Process

Federal and state elections in Maine are conducted in a manner common to the New England states involving a cooperative effort between the State and local jurisdictions -- also called municipalities – which include cities, towns, plantations and unorganized townships that administer their own elections. **There is no county-level election administration in Maine**.

The Secretary of State is Maine's chief state election official with central authority, exercised by the Elections Division staff, to oversee the application of election laws and procedures for federal and state elections (including all federal, state and county offices and statewide referenda), to include:

- Approval of voting systems for use by municipalities;
- Central design and preparation of ballots and other forms, for statewide elections, in a consistent format for use by all municipalities;

- Training and advising municipal election officials in the proper conduct of statewide elections, including the use of voting systems and tabulation requirements;
- Collecting and compiling reports of election results and voter registration figures; and
- Conducting recounts centrally by following uniform procedures.

The Secretary of State currently uses election management software to create and produce camera-ready proofs of paper ballots, in electronic and printed formats, for mass production by a printing contractor. There are about 330 different candidate official ballot styles (i.e. different combinations of offices and districts) for the general election; which means there are almost 1,000 candidate official ballot styles for the state primary election. For each official ballot style, a sample ballot style also is generated, doubling the total number of ballot styles created for printing. Statewide ballot production for 500 municipalities by the small staff in the Division of Elections involves approximately six weeks of intense production.

The conduct of elections is decentralized, taking place in approximately 500 separate municipalities. Each municipality has a municipal clerk who is responsible for conducting elections for that jurisdiction.

Two categories of paper ballot voting systems are currently used in Maine – paper ballots that are hand-counted and those that are counted with optical scan tabulators. In June 2012, hand-counted paper ballots were used by about 380 municipalities and optical scan ballots were used by about 125 municipalities. The three types of optical scan tabulators that are currently in use are nearing the end of their useful life and will be replaced with the system selected through this RFP.

The State provides an Accessible Voting System (AVS) at each voting place to ensure that voters with disabilities have the option to vote privately and independently. Maine's AVS is the Inspire™ Vote-By-Phone system, which uses a telephone to access an audio ballot and a facsimile machine to generate a printed ballot marked according to the voter's selections. The AVS ballots currently are hand-counted at the voting place regardless of whether the municipality uses an optical scan tabulator to count other ballots.

For federal and state elections, results are tabulated at each voting place and reported on a paper form to the municipal clerk. The results are certified by the clerk, and transmitted to the Secretary of State within three business days after the election.

B. General Provisions

1. Issuance of this RFP does not commit the Division to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Division. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements and Evaluation" section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Division shall only consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing

contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.

4. The Requirements and Scope of Services from the RFP and the selected Bidder's proposal, including all appendices or attachments, will be incorporated in the final contract.
5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 *et seq.*). If a Bidder submits materials that it claims are confidential because they are not "public records" pursuant to FOAA, the Bidder must (1) conspicuously and precisely designate those particular portions of its materials as "confidential" and (2) provide the specific statutory or other legal basis that excepts the designated materials from FOAA's definition of "public record." (*See* 1 M.R.S. § 402; http://www.maine.gov/foaa/law/exceptions.htm.) A Bidder's confidential designation does not ensure nondisclosure of the material; the State shall determine whether submitted materials are "public records."
6. The Division, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.

C. Eligibility to Submit Bids

Bids will be accepted only from established manufacturers, authorized dealers or other authorized representatives offering new Ballot Scanning and Tabulating Systems. Ballot Scanning and Tabulating Systems leased as a result of this bid shall not be salvaged, distressed, outdated, discontinued, refurbished, reconditioned or retrofitted. Any dealer or authorized representative of the manufacturer submitting a bid hereby guarantees that it is an authorized dealer or authorized representative of the manufacturer, that the manufacturer has agreed to supply the dealer or representative with all quantities of products required by the dealer or representative in fulfillment of its obligations under any resultant contract with the State, and that it will provide a certificate from the manufacturer acknowledging this level of support, if required by the Division.

D. Contract Term

The Division is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Division and the Bidder may agree upon one renewal period of two years, subject to continued availability of funding, satisfactory performance, and mutual best interest. In such an occurrence, the Division recognizes that the market for the required items may change after the initial period of performance, and therefore, the Division reserves the right to negotiate a fair and reasonable price at the time of renewal.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	9-18-12	9-18-17
Renewal Period #1	9-18-17	9-18-19

E. Number of Awards

The Division anticipates making one award as a result of this RFP process.

PART II SCOPE OF SERVICES

Overview of Ballot Scanning and Tabulating System

The Division is seeking to lease and receive support services for a precinct-level Ballot Scanning and Tabulating System, as defined in this Scope of Services, including the tabulators for use in approximately 125 to 250 of Maine's municipalities, and the election management software to allow the Division to create ballots and potentially program removable memory devices for use with the tabulators. The term of the lease will be for an initial 5-year period, with the option to renew for 2 years at the discretion of the Division.

The Division is not seeking to include an Accessible Voting System (AVS) component or module as part of this procurement, as each municipality in Maine has been provided with the Inspire Vote-by-Phone™ Accessible Voting System for use in each voting place. However, the Division is interested in learning about any accessible systems with which the Bidder's proposed system will interface.

The Division defines the term "lease" to mean that the Division will receive and use, but will not own, the hardware and software for the defined contract period. At the end of the contract period, the Bidder will retrieve the equipment and software. The Bidder must provide a "turn-key" or complete solution, which initially provides the election management software and the required number of new tabulating devices (i.e., not salvaged, distressed, outdated, discontinued, refurbished, reconditioned or retrofitted) and must continue to maintain and support the hardware and software during the contract period, so that it is fully operational, with no additional charges to the Division. In the event of any failures of the tabulators, the devices either must be restored to full operation or replaced with new devices, and software failures must be patched or otherwise upgraded.

Since the Division will not own the equipment, the Division is seeking the most competitive pricing, so that the total lease cost will be less than the cost that would result from simply amortizing the purchase price over the life of the lease. Additionally, the Division requires that the Bidder offer the same unit pricing throughout the term of the contract, so that if additional tabulators are leased, the annual costs for the additional tabulators are pro-rated for the remainder of the lease term.

The Division requires all aspects of the Ballot Scanning and Tabulating System to incorporate vigorous security, in order to assure the highest level of integrity for Maine's elections. In addition to requiring that any hardware and software components are inherently secure, the Division requires strong security across all Bidder services, and all required activities associated with use of the Ballot Scanning and Tabulating System. To ensure the security and accuracy of the proposed system, at a minimum, the system must be certified by the U.S. Elections Assistance Commission, as having successfully completed conformance testing to either the 2005 Voluntary Voting System Guidelines (2005 VVSG) or the 2002 Voting System Standards (2002 VSS).

In addition, the proposed Ballot Scanning and Tabulating System must meet or exceed compliance with certain State and Federal election laws. For a detailed list of the statutory requirements, please see Appendix B, the Technical Proposal Form, Section II, the Specifications of Work to be Performed, Part A, Requirements.

The proposed Ballot Scanning and Tabulating System must provide a great deal of autonomy to the Division with regards to managing ballot creation for State and Federal elections. In addition, the Division has a preference for a system that also provides autonomy in programming of removable memory devices, if applicable. The Bidder must address any existing system rules and constraints which would limit or preclude the Division from having the ability to manage elections independently.

The Specifications of Work to be Performed in Section II of Appendix B, the Technical Proposal Form, will ask the Bidder to describe in detail all aspects of the proposed system so that the Division may fully understand how the system would be incorporated into existing State infrastructure, policies, and practices while meeting all requirements for the smooth functioning of elections within the State. The questions will address the following areas:

- Physical attributes of the equipment including the mechanism for processing ballots and placing them in the ballot box, handling ballots that cannot be fully processed (e.g. blank ballots, write-ins, etc.) and reporting the election results;
- Operability and usability of the election management software and/or firmware; and
- System security and accuracy.

Overview of Services

In addition to obtaining the actual Ballot Scanning and Tabulating System, the selected Bidder will be expected to provide support services throughout the term of the contract. The services will include:

- Initial delivery of the new tabulating devices and ballot boxes to a central location, in the Augusta, Maine area, as designated by the Division and according to the phased delivery schedule described below;
- If not installed prior to delivery of the tabulating devices, installation of the software and firmware on the Ballot Scanning and Tabulating devices prior to Acceptance Testing;
- Joint Acceptance Testing by the Division or its designees and the Bidder;
- Initial delivery and installation of the election management software and/or hardware necessary for ballot creation, and programming of memory media (if applicable), in the Division's office in Augusta, Maine;
- Training of the Division staff, using a "Train-the-Trainer" approach, on the use of all hardware and software provided for the proposed Ballot Scanning and Tabulating System;
- User training materials and technical system documentation;
- Ongoing support and maintenance of the proposed system hardware and software throughout the term of the contract, ensuring that the system remains fully operational before, during and after Election Day;
- Patches and fixes of system software and hardware, as necessary;
- Upgrades and new releases of software;
- Programming of removable memory devices, if required by the Division; and
- Administrative support for Division staff and municipal election officials.

To support the training of municipal election officials, the Division will require one printed set of training materials and/or operator manuals as well as one electronic copy. The Division requires all rights to duplicate these materials and prefers materials that will be easy to duplicate for further distribution. In addition, the Division requires the Bidder to provide voter outreach and training materials, with full duplication rights, to educate voters in the use of the Ballot Scanning and Tabulating System. Training materials should be simple, clear, well-organized and provide step-by-step instructions with pictures or illustrations.

The Bidder will be asked to provide an overview of their proposed implementation management activities, with specific information related to implementation support staff and project work plans. The Bidder should provide detailed answers to assure the Division that the Bidder can successfully meet all deliverable deadlines and coordinate activities to ensure a seamless implementation.

The Specifications of Work to be Performed in Section II of Appendix B, the Technical Proposal Form, will ask the Bidder to describe in detail how the Bidder will deliver the services listed above. The questions asked will include the following areas:

- Technical support and logistics;
- A description of the available training and documentation for users of the system; and
- Implementation and ongoing support of the equipment and software, including identification of response times that the Bidder will provide to Help Desk calls.

Phased Implementation

The project will be implemented in two phases. Phase I will take place prior to the November 6, 2012 General Election. Phase II will begin in late January, 2013, and conclude with the delivery of all agreed upon units in the Spring of 2013.

Phase I – Prior to November 6, 2012 General Election – 75 tabulator units

Phase I will begin upon execution of the contract (at least 15 days after the award of the bid).

Election Management Software - Within one week of contract execution, the Bidder will deliver, install and provide training to the Division staff on the Election Management software (specifically the functionality for the creation of ballots) at the offices of the Elections Division in Augusta, Maine. The Bidder will assist and support the Division staff in creating the camera-ready ballot proofs for the November 6, 2012 General Election, for mass production by the Division's printing contractor, to be used by the municipalities receiving tabulators in Phase I.

Ballot Scanning and Tabulating Devices - The Bidder also will deliver 75 of the Ballot Scanning and Tabulating devices, to a location in Augusta, Maine, by the end of September 2012. The delivery location will be determined by the time of contract execution, and the Division and the Bidder will agree upon the exact schedule for delivery of the units during contract negotiations. The Bidder and the Division will jointly conduct User Acceptance Testing on the units, to be completed within two weeks of delivery of the units to the Division. The Bidder also will provide "train-the-trainer" style training to the Division staff on all facets of the tabulators, so that the Division staff can then deliver the units to the selected municipalities and train the local users.

Phase II – Spring of 2013 – Up to 325 tabulator units

Phase II will begin in late-January 2013, and will include the same tasks for delivery and joint Acceptance Testing as described in Phase I, for the remainder of the tabulators (up to 325 units). The exact number of tabulators and the schedule for delivery and testing will be determined prior to the start of Phase II in late January.

PART III KEY RFP EVENTS

A. Timeline of Key RFP Events

Event Name	Event Date and Time
Bidders' Conference	Not applicable
Due Date for Receipt of Written Questions	8/16/2012 at 2:00 p.m., local time
Due Date for Receipt of Proposals	8/27/2012 at 2:00 p.m., local time
Estimated Contract Start Date (subject to change)	9/18/2012

B. Bidders Conference

The Division does not intend to hold a Bidders' Conference as part of this RFP process.

C. Questions

1. General Instructions

a. It is the responsibility of each Bidder to examine the entire RFP and to seek clarification in writing if the Bidder does not understand any information or instructions.
b. Questions regarding the RFP must be submitted in writing and received by the RFP Coordinator as soon as possible but no later than the date and time specified in the timeline above.
c. Questions may be submitted by e-mail, fax or regular mail. If faxed, please be sure to include a cover sheet addressed to the RFP Coordinator listed on the cover of this RFP, and indicate the number of pages sent. The Division assumes no liability for assuring accurate/complete fax or e-mail transmission and receipt.
d. Include a heading with the RFP Number and Title. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.
e. Send written questions to:

RFP Coordinator:
Tracy Willett, Elections Coordinator
Bureau of Corporations, Elections, and Commissions, Elections Division
101 State House Station,
Augusta, ME 04333-0101

Tel: 207-624-7636 Email: tracy.willett@maine.gov Fax: 207-287-6545

2. Written Questions Due: Written questions must be received by the RFP Coordinator no later than 2:00 p.m. local time on the date shown in the timeline above. No questions will be accepted after this time.

3. Summary of Questions and Answers

Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested persons by e-mail by 2:00 p.m. on Monday, August 20, 2012, which is no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. The Division reserves the right to answer or not answer any question received.

D. Submitting the Proposal

1. **Proposals due:** Proposals must be received no later than **2:00 p.m. local time**, on the date listed in the timeline above, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.

2. **Mailing/Delivery Instructions**

   PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinator at the requesting Division. The official delivery site is the State of Maine Division of Purchases (address shown below).

   a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
   b. The Bidder must send its proposal in a sealed package including **1 original and 7 copies** of the complete proposal. Please clearly label the original. One electronic copy of the proposal must also be provided on CD or flash drive with the complete narrative and attachments in Microsoft Word format, compatible with Office 2003. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
   c. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP number and title):

Bidder Name/Return Address:

Division of Purchases
Burton M. Cross Building, 4th Floor
111 Sewall Street
9 State House Station
Augusta ME 04333-0009

Re: RFP # 201208364

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the instructions provided below. Failure to follow the instructions in this section or to respond to all questions and instructions throughout this document may result in the proposal receiving a reduced score or being disqualified as non-responsive. The Division and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either reduction in scoring or disqualification of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Division seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. Bidders should copy the forms (templates) in Appendices A through C into a separate MS Word document before preparing their responses. For clarity, the proposal forms and attachments should be typed (single spaced, using a font no smaller than 11 point Times New Roman or similar). Proposal templates, once completed, should be printed on white 8 ½" x 11" paper. Attachments also should have 1 inch margins and should be printed on white 8 ½" x 11" paper.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the Technical Proposal Form (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
3. Bidders are asked to be brief, but to respond to each question and instruction listed on the Technical Proposal Form section of this RFP (Appendix B). Responses must be made on the form in the spaces provided, unless otherwise noted. The Technical Proposal Form, when completed with the Bidder's responses, must not exceed 75 pages. Pages provided beyond the aforementioned maximum amount will not be considered during evaluation.
4. The following proposal elements, will not be counted as part of the maximum total number of pages allowed for the proposal: proposal cover page (Appendix A); table of contents (not required, but permitted); the customer lists requested in Appendix B, Section I, questions 15 and 16; and any required attachments.
5. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Any material exceeding the proposal limit will not be considered in rating the proposals and will not be returned. Bidders shall not include brochures or other promotional material with their proposals (excluding training materials or documentation that may be in a brochure format). Additional materials will not be considered part of the proposal and will not be evaluated.
6. Use the forms provided in the application package and present the information in the same order and format as described in the RFP. The proposal submission must contain the following documents in the following order: the Cover Page (Appendix A), the Technical Proposal Form (Appendix B), the Cost Proposal Form (Appendix C), the Economic Impact Narrative Form (Appendix D), and the requested attachments.
7. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Division's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
8. Bidders must complete and submit the proposal cover page provided in Appendix A of this RFP and provide it with the Bidder's proposal. The cover page must be the first page of the proposal package. The cover page must show the specific information requested, including Bidder address(es) and other details listed, and shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

B. Proposal Contents

Section I – Organization Qualifications and Experience

Technical Proposal Form (Appendix B)

Bidders must respond to questions I.1 through I.23 in Section I of the Technical Proposal Form, which is provided as Appendix B. These questions seek a description of the Bidder's organization and contact information, along with the same information for any subcontractors. Bidders must provide their overall experience pertinent to the specific services required by the RFP, and detail their specific project experience, or if none, detail their experience with projects that highlight their general capabilities. Bidders also must provide staff information pertinent to services required by the RFP. Please be brief, but thorough, in your responses; the table will expand to fit your responses.

Section II – Specifications of Work to be Performed

Technical Proposal Form (Appendix B)

Part A – Requirements (Pass/Fail)

Bidders must respond to questions A.1 through A.4 in Part A of Section II of the Technical Proposal Form, which is provided as Appendix B. These questions pertain to Division requirements for the proposed system and software. These questions require only that the Bidders put an "X" in the response box or boxes that apply to your response. For those responses, a space is not provided for additional narrative and the Bidders should not add any narrative response. A "No" response marked in this section will disqualify the proposal. These questions are based on the Scope of Services detailed on pages 6 through 8.

Part B - Usability

Bidders must respond to questions B.1 through B.75 in Part B of Section II of the Technical Proposal Form, which is provided as Appendix B. Bidders must provide a description of the usability of the proposed system and software. Bidders must provide details on how the proposed system works, software and hardware requirements, as well as equipment specifications. Some questions (e.g. B.4 and B.9), require that the Bidders place an "X" in the "Yes" or "No" box, but space below that section is available for Bidders to provide additional explanation or details. Some questions (e.g. B.7 and B.8), require that the Bidders complete a table to provide information. Please be brief, but thorough, in your responses; the table will expand to fit your responses. These questions are based on the Scope of Services detailed on pages 6 through 8.

Part C – Security and Accuracy

Bidders must respond to questions C.1 through C.27 in Part C of Section II of the Technical Proposal Form, which is provided as Appendix B. Bidders must provide a description of features and components that will provide security and accuracy of the proposed system. Some questions (e.g. C.11 and C.16), require that the Bidders place an "X" in the "Yes" or "No" box, but space below that section is available for Bidders to provide additional explanation or details. Please be brief, but thorough, in your responses; the table will expand to fit your responses. These questions are based on the Scope of Services detailed on pages 6 through 8.

Part D – Implementation and Training

Bidders must respond to questions D.1 through D.28 in Part D of Section II of the Technical Proposal Form, which is provided as Appendix B. Bidders must provide a description of steps required for successful implementation of the proposed system. Some questions (e.g. D.6), require that the Bidders place an "X" in the "Yes" or "No" box, but space below that section is available for Bidders to provide additional explanation or details. These questions are based on the Scope of Services detailed on pages 6 through 8.

Section III - Cost Proposal

(Appendix C)

1. Bidders must submit a cost proposal that covers the entire period of the contract.
2. The cost proposal shall include all costs necessary for the Bidders to fully comply with the contract terms and conditions and RFP requirements.
3. Failure to provide the requested information and to follow the required cost proposal format provided in Appendix C may result in the exclusion of the proposal from consideration, at the discretion of the Division.
4. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Division may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

Section IV Economic Impact within the State of Maine

In addition to all other information requested within this RFP, each Bidder must dedicate a section of its proposal to describing the Bidder's economic impact upon and within the State of Maine. The use of economic impact in making contract award decisions is required in accordance with Executive Order 2012-004, which states that certain service contracts "…advertised for competitive bid shall include scoring criteria evaluating the responding Bidder's economic impact on the Maine economy and State revenues."

For the purposes of this RFP, the term "economic impact" shall be defined as any activity that is directly performed by or related to the Bidder and has a direct and positive impact on the Maine economy and public revenues within the State of Maine. Examples may include, but are not limited to, employment of Maine residents, subcontracting/partnering with Maine businesses, payment of State and Local taxes (such as corporate, sales, or property taxes), and the payment of State licensing fees for the Bidder's business operations.

To complete the "economic impact" section of the Bidder's proposal, the Bidder shall use the space available in Appendix D (The Economic Impact Narrative Form) to describe the Bidder's current, recent, or projected economic impact with the State of Maine, as defined above. The Bidder may include all details and information that it finds to be most relevant for this section.

Section V – Attachments

1. Attach a copy of the face page of the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.
2. Attach a copy of the Certificate or Letter of Certification from the U.S. Election Assistance Commission (EAC), certifying conformance with either the 2005 VVSG or the 2002 VSS.
3. Attach a photograph or diagram/illustration of the components of the proposed system as requested in Question B.7 on page 26 of Appendix B.
4. Attach a sample copy of the tally report and any other types of reports that will be printed from the proposed system.
5. Attach a sample set of installation, use, administration and support documentation as requested in Question D.6 on page 44 of Appendix B. (Only one sample is requested for submission with the original proposal.)
6. Attach a sample copy of training materials and other pertinent training documentation as requested in Question D.11 on page 46 of Appendix B. (Only one sample is requested for submission with the original proposal.)
7. Attach a sample of any voter education materials as requested in Question D.13 on page 46 of Appendix B. (Only one sample is requested for submission with the original proposal.)

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost and economic impact considerations (where applicable) for the State.

2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal best satisfies the criteria of the RFP at a reasonable/competitive cost.

3. The Division reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received, and the Division may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. The Division reserves the right to make video or audio recordings of any applicable interview/presentation process. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their costs and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria.

Section I. Organization Qualifications and Experience (10 points)
Includes all elements addressed above in Part IV, Section I.

Section II. Specifications of Work to be Performed (60 points)
Includes all elements addressed above in Part IV, Section II.

Section III. Cost Proposal (25 points)
Includes all elements addressed above in Part IV, Section III.

Section IV. Economic Impact within the State of Maine (5 points)
Includes all elements addressed above in Part IV, Section IV.

2. **Scoring Process:** The review team will use a consensus approach to evaluate the bids. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The Economic Impact section will also be scored using a consensus approach, with the highest number of evaluation points being assigned to the Bidder(s) with the most economic impact, actual or feasible, as determined by the evaluation team. The Cost section will be scored according to a mathematical formula described below.

3. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid of those scored (i.e. not disqualified) will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

   The scoring formula is:

   (lowest submitted cost proposal / cost of proposal being scored) x (25) = pro-rated score

   No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

   The Division reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Division's Request for Proposals to an extent that may affect the price of goods or services requested. The Division reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Division may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Division may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Division subject to approval by the State Purchases Review Committee.
2. Notification of contractor selection or non-selection will be made in writing by the Division.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Division reserves the right to reject any and all proposals.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA §1825-E and 18-554 Code of Maine Rules, Chapter 120. The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed
Rider B: Method of Payment and Other Provisions
Rider C: Exceptions to Rider B
Rider D: (optional; for use by Division)
Rider E: (optional; for use by Division)
Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Purchases website at the following link: http://www.maine.gov/purchases/info/forms/BP54.doc

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link: http://www.maine.gov/purchases/info/forms.shtml

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Purchases Review Committee. Contracts are not considered fully executed and valid until approved by the State Purchases Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i):
http://www.maine.gov/purchases/policies/110.shtml

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The Division estimates having a contract in place by 9/18/2012. The State recognizes, however, that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Purchases Review Committee. Any appeals to the Division's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date may need to be adjusted, if necessary, to comply with mandated requirements.

4. In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration

a. Following the award, an Agreement Administrator from the Division will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Division staff will be available after the award to consult with the successful Bidder in the finalization of the contract.

b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Division may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Division may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – Proposal Cover Page
2. Appendix B – Technical Proposal Form
3. Appendix C – Cost Proposal Form
4. Appendix D – Economic Impact Narrative Form

PART VIII APPENDICES

Appendix A – Proposal Cover Page

State of Maine, Department of the Secretary of State
Bureau of Corporations, Elections and Commissions, Elections Division

PROPOSAL COVER PAGE

RFP # 201208364
Lease of Ballot Scanning and Tabulating System

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
(provide information requested below if different from above)		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Cost:	
The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Division or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Authorized Signature Date

Name and Title (Typed)

Appendix B – Technical Proposal Form

Section I. Organization Qualifications and Experience *(10 points)*

The following questions (I.1 – I.23) deal with the qualifications and experience of the Bidder.

I.1 **Description of the Organization**	Enter the full name of the Bidder and give the physical and mailing address of the Bidder's location with the name of a contact person, the contact's organizational title, phone number, and email address.
	Response: ➔
I.2 **Subcontractor, if any, Contact Information**	If subcontractors are to be used, provide a list that specifies the name, address, phone number and a contact person for each subcontractor and a brief description of each subcontractor's role (e.g. implementation, system support, etc.) with respect to this bid. If no subcontractors will be used, please state "none".
	Response: ➔
I.3 **Organization Form**	Specify in what manner the Bidder is organized (e.g. sole proprietorship, partnership, corporation, etc.).
	Response: ➔
I.4 **State/Country of Registration**	Enter the State in which the business entity is incorporated or otherwise organized to do business. If registered in a foreign country, indicate that country.
	Response: ➔
I.5 **First Year Organized**	Provide the year in which the business entity was first organized to do business.
	Response: ➔
I.6 **Organizational History**	Specify whether and how the form of organization has changed since the date the business entity was first organized (i.e. by subsequent incorporation, merger, or other organizational change) and any change in name.
	Response: ➔
I.7 **Location Where Services will be Performed**	Will any of the services described in the proposal's scope of work be performed outside of the United States of America?
	☐Yes ☐No **If "Yes,"** specify the country or countries in which the work will be performed and if the work will be done by citizens of the USA living abroad or by foreign nationals. *Response:* ➔
I.8 **Contractual Relationship with the State**	Indicate whether the Bidder and proposed subcontractors, or their predecessors in interest, have contracted with the State during the preceding five (5) years. If so, identify the contract number and/or any other information available to identify such contract(s). If no such contractual relationship has existed, state "none".
	Response: ➔

I.9 **Contract Termination for Default**	If the Bidder or any proposed subcontractor has had a contract terminated with any party, public or private, by default during the past three (3) years, show the other party's name, address and phone number. Any response must present the Bidder's position on the matter. If no such terminations for default have been experienced in the past three (3) years, state "none".
	Response: ➔
I.10 **Other Contract Terminations**	If at any time during the past three (3) years, the Bidder, or any proposed subcontractors, has had a contract terminated for convenience, non-allocation of funds, or any other reason, which termination occurred before completion of all obligations under the initial contract provisions, describe fully all such terminations including the name and address of the other contracting party and the circumstances surrounding the termination. If no such terminations have occurred in the past three (3) years, state "none".
	Response: ➔
I.11 **Voting Systems Outstanding Legal Actions**	Provide a statement as to whether there are any outstanding or ongoing legal actions or potential claims against the Bidder regarding any voting systems, and a brief description of any such action. If the court has directed the Bidder not to disclose information, provide the name of the judge and location of the court where litigation is occurring. If no such matters exist, state "none".
	Response: ➔
I.12 **Voting Systems Closed Legal Actions**	Provide a brief description of any settled or closed legal actions or claims against the Bidder regarding any voting systems over the past five (5) years.
	Response: ➔
I.13 **Overall Experience of the Bidder's Organization**	Provide a brief description of the Bidder organization's overall experience, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. Include the same information for any subcontractors.
	Response: ➔
I.14 **Similar Project Experience**	a. Describe up to five (5) projects that occurred within the past two (2) years, which reflect the experience and expertise needed in performing the functions described in the "Scope of Services" portion of this RFP. For each of the described projects, please provide a contact person from the client organization, along with that person's phone number. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder. b. If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder's general capabilities.
	Response: Please provide an answer to either (a) or (b) ➔
I.15 **List of Jurisdictions Using Proposed System**	The Bidder must provide a list of all jurisdictions in which any part of its proposed voting system is in use (if applicable). The list must include the number and types of equipment and software in use in each jurisdiction and the contact information for customers in those jurisdictions. If the described system is used by all jurisdictions in a State or county, only the information for the State or county is required. If not applicable, state "none".
	Response (if a separate table or text is provided, make that reference below, identify the entry, then attach it at the end of the questionnaire): ➔

I.16 **List of Jurisdictions Using Other Voting Systems**	The Bidder **may** provide a list of jurisdictions using voting systems supplied by the Bidder other than the voting system proposed in the response to this RFP. If such systems are in use, provide a description of the voting system(s) and the number and type of equipment and software in use in each jurisdiction. If the voting system is used by all jurisdictions in a State or county, only the information for the State or county is required. *Response (if a separate table or text is provided, make that reference below, identify the entry, then attach it at the end of the questionnaire):* ➔
I.17 **Equipment Produced, Sales, Inventory**	Provide amounts for voting systems produced, sold, or leased for the last twelve (12) months, and the number of available units currently in inventory. *Response: Please make entries in the table below.* **Systems Produced** | **Systems Sold/Leased** | **Systems in Inventory** ➔ | ➔ | ➔
I.18 **System Maintenance and Repair**	Describe the availability of spare parts for maintenance and repair of the proposed voting system provided by the Bidder. *Response:* ➔
I.19 **Bidder/System Relationship**	Does the Bidder providing the Ballot Scanning and Tabulating System also manufacture this voting system? ☐Yes ☐No **If "Yes",** continue to **I.21.** **If "No",** identify the manufacturer of the voting system and the State or Country in which the manufacturer is located and continue to **I.20**. *Response:* ➔
I.20 **Future Availability**	**If the answer to I.19 is "No", please answer this question.** If the Bidder offers a system from another manufacturer, describe any arrangements with the supplier to assure future availability of the same or similar systems. *Response:* ➔
I.21 **Number of Employees**	How many full-time equivalent (FTE) employees does the Bidder have available during peak election periods in support of the proposed voting system product line? *Response:* ➔
I.22 **Qualifications of Key Staff**	Identify and provide the overall qualifications and relevant experience of the Bidder's and/or subcontractor's proposed key staff for this procurement including, but not limited to, the Implementation Manager, Lead Service Technician, Training Manager, and Helpdesk Manager. If the identity of the person is not known, a job description of the position is required. *Response:* ➔
I.23 **Location of Key Staff**	Identify the physical location of the key Bidder and/or subcontractor support staff referenced above for this procurement. Describe the Bidder's ability to deploy resources to the State as necessary. *Response:* ➔

Section II. Specifications of Work to be Performed

Part A. Requirements (Pass/Fail)

The following questions (A.1-A.4) will not be scored with points. These questions deal with requirements of the Division and will be used as a pass/fail criterion for the proposal. A "No" answer to any of the following questions will disqualify the proposal.

A.1 **EAC Certification**	Is the proposed system certified by the U.S. Election Assistance Commission (EAC) as having successfully completed conformance testing to the 2002 Voting System Standards (2002 VSS) or the 2005 Voluntary Voting System Guidelines (2005 VVSG)? Please indicate with an (X), the appropriate response. **Please provide a copy of certification letter or certificate issued by the EAC.**
	Response: ☐ 2002 VSS ☐ 2005 VVSG ☐ No

A.2 — **Federal Requirements 42 USC § 15481 (a)** — **Help America Vote Act**

For each of the following questions, please indicate with an (X), the yes or no response.

	Question	Response
2a	Does the proposed system comply with the error rate standards, established under Section 3.2.1 of the voting systems standards issued by the Federal Election Commission, which were in effect on the date of the enactment of the Help America Vote Act?	☐ Yes ☐ No
2b	Does the proposed system provide alternative language accessibility pursuant to the requirements of section 203 of the Voting Rights Act of 1965 (42 U.S.C. 1973aa-1a)?	☐ Yes ☐ No
2c	Does the proposed system notify the voter that the voter has selected more than one candidate for a single office (an "over-vote") and provide the voter with the opportunity to correct the ballot before the ballot is cast and counted?	☐ Yes ☐ No
2d	Does the proposed system produce a permanent paper record with a manual audit capacity?	☐ Yes ☐ No

A.3 — **State Requirements 21-A M.R.S.A. §§601, 603, 809-A, 848, 852, 906**

For each of the following questions, please indicate with an (X), the yes or no response.

	Does the proposed ballot creation system have the following required ballot layout capabilities?	Response
3a	Ability to have a heading on the ballot that includes the date and type of election, name of the political party (for primary elections only), name of State, State Seal, name of the municipalities (cities, towns, plantations or unorganized townships) and voting district(s) for that ballot style and with the words "Official Ballot" or "Sample Ballot" as applicable?	☐ Yes ☐ No
3b	Ability to print instructions at the beginning of the ballot, informing the voter how to designate the voter's choice(s) on the ballot?	☐ Yes ☐ No
3c	Ability to print the voting indicator to the left of the voter's choice(s)?	☐ Yes ☐ No
3d	Ability to print the offices in the order as required by Maine law?	☐ Yes ☐ No

	3e	Ability to print candidate names by last name, first name and middle name or initial; last name, first initial and middle name; or last name and first name?	☐Yes ☐No
	3f	Ability to list the candidate(s) as required under the proper office title, along with party or political designation (general election) and place of residence, with the initial letters of the last name of each candidate listed directly beneath each other in a vertical line?	☐Yes ☐No
	3g	Ability to keep the names of candidates for any one office in one column (cannot be split into more) regardless of the number of candidates?	☐Yes ☐No
	3h	Ability to print a term of office (e.g. Short Term, 2 years) in the section with the office information?	☐Yes ☐No
	3i	Ability to create as many blank spaces at the end of the list of candidates for each office as there are offices to be filled for write-in candidates?	☐Yes ☐No
	3j	Ability to print words of explanation, such as "Vote for one", in the section with the office information?	☐Yes ☐No
	3k	Ability to print the full text of ballot questions, displayed under a Question Type and Question Number (e.g. Question 1: Citizen Initiative, etc.) with a "yes" or "no" choice?	☐Yes ☐No
	3l	Ability to print a 2-sided ballot (with offices and candidates on one side and referenda questions on the other) and put text on the bottom of each side of the ballot to indicate that the voter needs to turn the ballot over or has completed voting?	☐Yes ☐No
	3m	Ability to add text below bond questions (e.g. Statement of Bonded Indebtedness)?	☐Yes ☐No
	3n	Ability to produce a Sample Ballot of every ballot style that corresponds with an Official Ballot?	☐Yes ☐No
	3o	Ability to print an official tally tape or report directly from the device at the voting place?	☐Yes ☐No
	3p	Ability for the proposed system to work without requiring use of the internet or a networked system?	☐Yes ☐No
A.4	For each of the following questions, please indicate with an (X), the yes or no response.		
Equipment Supply Requirements		**Does the Bidder have the following capabilities in providing the proposed equipment?**	**Response**
	4a	Ability to provide new (not salvaged, distressed, outdated, discontinued, refurbished, reconditioned or retrofitted) equipment?	☐Yes ☐No
	4b	Ability to provide 75 of the new (not salvaged, distressed, outdated, discontinued, refurbished, reconditioned or retrofitted) units prior to the November 6, 2012 Presidential Election, with an additional 325 units available in early 2013?	☐Yes ☐No
	4c	Ability to provide a system with an expected life cycle that will meet or exceed the initial contract and any contract extensions?	☐Yes ☐No

Part B. Usability (30 points)

The following questions (B.1-B.75) deal with equipment and software necessary for the system.

B.1 System Hardware, Software & Infrastructure

Please indicate below by marking an (X) in the corresponding box, all components that are included in the Bidder's firm fixed-price proposal. Please provide a description of each component included.

☐ Scanning and Tabulating Device ☐ Software to create ballot

☐ Software/firmware to read and tabulate ballot ☐ Removable memory device

☐ Hardware/software to program memory device ☐ Ballot Box

☐ Back up power supply (Identify type)

☐ Other_____

Descriptive Response:
➔

B.2 Required System Components (Not included)

Please describe components that **are not** included in the Bidder's firm fixed-price proposal, but are required for the proposed system to be fully operational (i.e. personal computer or laptop, print device, etc.). For each item, include a description of the quantity required, as well as how the component is necessary to the operation of the proposed system. If the item is available through only one known source, declare the source.

Response:
➔

B.3 Consumables

Please indicate below by marking an (X) in the corresponding box, consumables that are required for the proposed system to be fully operational. For each item, list the quantity that will be provided with the initial implementation. Provide a description of the usage and depletion rates, shelf life, and where replacements can be purchased (if there is only one known source, so declare).

☐ Audit Tape_____ ☐ Ink Cartridges_____ ☐ Ballot Marking Tools _____

☐ Other_____

Descriptive Response:
➔

B.4 Ballot Data & Image Storage and Memory Media

For each of the following questions, please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.

	Question	Response
4a	Does the proposed tabulating system have the capability to capture and store individual ballot images, in addition to tabulation data?	☐Yes ☐No
4b	Does the proposed system have both an internal and external memory for redundant storage of tabulation data and ballot images (if applicable)? Please provide description in the space below.	☐Yes ☐No

	4c	Is there a limit to the number of ballot images that can be stored? If yes, please identify that number.	☐Yes ☐No _____
	4d	Is there a limit to the number of ballots that can be tabulated and recorded by the proposed device? If yes, please identify that number.	☐Yes ☐No _____
	4e	Does the proposed system have the ability to notify election officials at the voting place that the memory device or medium is full and can no longer accept additional data?	☐Yes ☐No

Response:
➔

B.5 **Image Storage and Memory Media**	Please describe the process for removing a full memory device or medium and replacing it with a new component. Also identify what safeguards are in place to store vote tabulations in the event that an external memory medium fails or needs replacement.
	Response: ➔
B.6 **Life Expectancy of Memory Media**	Please identify the life expectancy, historic failure rate (if available) or anticipated failure rate of removable memory devices (if applicable). Describe how the Bidder will address those failures.
	Response: ➔
B.7 **Physical Attributes**	For each of the listed components, please provide the dimensions and weight. Use space below to provide any additional information. The Bidder must attach a photograph or diagram/illustration of the components of the proposed system.

	Component	**Dimensions**	**Weight**
7a	Tabulating Device		
7b	Ballot Box		
7c	Additional Equipment : _____ _____ _____		

Response:
➔

B.8

Features Enabling Equipment Transport

For the following components, please describe features that enable the proposed system to be easily transported to and from voting locations. Please keep in mind, equipment needs to fit through standard-sized doorways and is often transported using a personal vehicle.

	Component	Features
8a	Tabulating Device	
8b	Ballot Box	
8c	Additional Equipment: _____ _____ _____	

Response:

➔

B.9

Features Enabling Equipment Storage

The following questions reference features that enable the proposed system to be easily stored between elections. Please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.

	Question	Response
9a	Can the tabulator device(s) be stacked for storage? If yes, how many units can be stacked without damaging the system?	☐Yes ☐No _____
9b	Is a storage case required and included for unit stacking?	☐Yes ☐No
9c	Does the device require power while in storage?	☐Yes ☐No
9d	If the device is powered during storage, does it give off heat that could potentially damage other units?	☐Yes ☐No
9e	Can the ballot box(es) be separated into a smaller unit for storage?	☐Yes ☐No
9f	Can the ballot box(es) be stacked for storage?	☐Yes ☐No

Response:

➔

<table>
<tr><td>B.10
Storage Environment</td><td>Please provide a general overview of the space and environmental conditions (i.e. temperature ranges, etc.) required to maintain optimum reliability of the proposed system and any required components during storage. Please describe whether memory devices (if applicable), and other consumables (i.e., paper, ink or toner, batteries, etc) need removal or special treatment while in storage. If the proposed system contains a battery, is there a method of monitoring or testing the battery while in storage?
Response:
➔</td></tr>
<tr><td>B.11
Equipment Handling</td><td>Please describe conditions or procedures that must be used when handling and transporting (in all weather conditions) any voting equipment. How has the proposed system been designed to provide stability and to withstand frequent loading, unloading, stacking, assembling, disassembling and heavy use, without damage to its internal components or circuitry?
Response:
➔</td></tr>
<tr><td>B.12
Ballot Segregation</td><td>Does the ballot box have a separate compartment in order to segregate unread and not fully counted (e.g. write-in) ballots?
☐Yes ☐No
If “Yes”, please describe how the unread and not fully counted (write-in) ballots are identified and moved through the proposed system, either by a mechanism in the ballot box or by the tabulator itself.
If “No”, please describe the process of identifying these ballots for election officials to examine and potentially count by hand at the voting place.
Response:
➔</td></tr>
<tr><td>B.13
Ballot Box Capacity</td><td>Please specify the storage capacity of the ballot box (i.e., how many ballots it will hold). Identify based on size, type and weight of paper required for the proposed system.
Response:
➔</td></tr>
<tr><td>B.14
Full Ballot Box Notification</td><td>Does the proposed system have the capability to notify election officials that the ballot box is full? Please describe.
Response:
➔</td></tr>
<tr><td>B.15
Power Source</td><td>Please describe any power source requirements (i.e. prong type, voltage, outlet type) for the proposed system and required components.
Response:
➔</td></tr>
<tr><td>B.16
Primary System Power</td><td>For each of the following questions, please indicate with an (X), the yes or no response. Use space below to provide any additional information.
<table>
<tr><th></th><th>Question</th><th>Response</th></tr>
<tr><td>16a</td><td>Is the proposed system fully operational on Election Day by plugging into an external power source (without any prior preparations)?</td><td>☐Yes ☐No</td></tr>
<tr><td>16b</td><td>Does the tabulating device contain internal batteries that require charging the whole device prior to Election Day in order for the proposed system to be fully operational on Election Day?</td><td>☐Yes ☐No
(If <u>Yes</u>, please answer B.17)</td></tr>
</table>
Response:
➔</td></tr>
</table>

B.17

Internal Battery Power (If applicable)

If the answer to B.16b is "Yes", please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.

	Question	Response
17a	How long must an internal battery be charged in order to reach optimum effectiveness?	_____
17b	Once the battery is fully charged, please specify the amount of time the battery remains fully operational.	_____
17c	What is the maximum length of time prior to Election Day that the internal battery can be charged and still maintain its optimum effectiveness once taken off the charging device?	_____
17d	Is there a method of notification that the internal battery needs to be charged? (Please describe below.)	☐Yes ☐No

Response:
➔

B.18

Back Up Power Supply (If Applicable)

If a back up power supply is included with the proposed system, please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.

	Question	Response
18a	In the event of a power outage, does the back up system engage immediately with no loss of data?	☐Yes ☐No **(If <u>No</u>, please answer B.19)**
18b	Is the back up source already installed with the proposed system?	☐Yes ☐No
18c	Does the back up source require installation prior to each election?	☐Yes ☐No
18d	Does the back up source require charging prior to the election? (If yes, please describe below the method of and length of time required for charging.)	☐Yes ☐No

Response:
➔

B.19

Back Up System (If applicable)

If the answer to B.18a is "No", please answer this question. In the event of a power outage, if the back up system does not engage immediately, please describe how a ballot that is being inserted into the proposed system is treated. How are election officials notified that the ballot has or has not been tabulated?

Response:
➔

B.20

Accessing Interfaces

Can device interfaces and power connections of the proposed system be accessed through the storage case to power and/or reconfigure them for the next election? If so, what are the interfaces (e.g. USB, Ethernet, etc.)?

Response:
➔

B.21

Overvote Alert

Please describe how the proposed system notifies the voter and the election officials of an overvote (when the voter has marked more selections than permitted for an office or question) and allows a voter to correct the ballot before the ballot is cast and counted? Is this notification audible or visual, or both?

Response:
➔

<table>
<tr><td>B.22

Undervote Alert</td><td>Please describe how the proposed system notifies the voter and the election officials of an undervote (when the voter has marked fewer selections than permitted for an office or question); or casts a blank ballot (allowed under Maine Law); and allows a voter to correct the ballot before the ballot is cast and counted? Is this notification audible or visual, or both?
Response:
➔</td></tr>
<tr><td>B.23

Ballot Rejection Override</td><td>Please describe the capability to over-ride the proposed system’s rejection of a ballot if a voter does not want to correct what the system may identify as an error?
Response:
➔</td></tr>
<tr><td>B.24

General Alerts</td><td>Please describe any other audible and/or visual cues the proposed system uses to alert a voter and the election officials about any other conditions, such as the occurrence of an error or confirmation?
Response:
➔</td></tr>
<tr><td>B.25

Visual Alerts</td><td>If there is a video display on the proposed tabulator, please describe the size of the screen and the length of time messages, error or otherwise, appear and stay on the screen. Will the Division have the capability to configure such messages?
Response:
➔</td></tr>
<tr><td>B.26

Omni-Directional Ballot Feed</td><td>Does the proposed system allow omni-directional feed of the ballot? Please describe any capability of the system to accept ballots submitted with a variety of orientations.
Response:
➔</td></tr>
<tr><td>B.27

Absentee Ballot Processing</td><td>Maine law allows election officials to process absentee ballots at a specified time either the day before Election Day and/or during Election Day before the close of the polls. During absentee processing, a higher volume of ballots is fed through the tabulating machine and at a faster rate than during regular voting on Election Day. Based on this information, please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.
<table>
<tr><th></th><th>Question</th><th>Response</th></tr>
<tr><td>27a</td><td>How long does the proposed system take to process one ballot?</td><td>_____</td></tr>
<tr><td>27b</td><td>Is there a notification to the voter and election officials that the ballot has been processed? If Yes, please identify if the notification is visual, audible or both.</td><td>☐Yes ☐No
_____</td></tr>
<tr><td>27c</td><td>What is the recommended lag time between insertion of individual ballots?</td><td>_____</td></tr>
</table>
Response:
➔</td></tr>
<tr><td>B.28

High Volume Processing Issues</td><td>Please describe any problems that may result from high volume processing of absentee ballots into the proposed tabulator and what steps can be taken to mitigate these problems.
Response:
➔</td></tr>
</table>

B.29

Separate Tabulation of Absentee and Election Day Ballots

The Division desires to have each tabulator used on Election Day to produce a zero tape prior to the opening of the polls. If a municipality processes absentee ballots on the day before Election Day, please describe how a zero tape can still be produced (i.e. use of separate machines, multiple memory devices, etc.).

Response:
➔

B.30

Voting Place Set-up

The following questions reference setting up all components of the proposed equipment at the voting place. Please indicate with an (X), the yes or no response or answer in the space provided. Use space below to provide any additional information.

	Question	**Response**
30a	Does the Bidder provide written instructions to the election officials for system set-up that are easy to read and understand?	☐Yes ☐No
30b	Does the **ballot box** have removable parts that require assembly at the voting place?	☐Yes ☐No
30c	Does the **tabulator** have removable parts that require assembly at the voting place?	☐Yes ☐No
30d	Can an extension cord be safely used with the proposed system?	☐Yes ☐No
30e	Does the proposed system require the use of a surge protector?	☐Yes ☐No
30f	Please identify the number of outlets needed to power the proposed system.	_____

Response:
➔

B.31

System Activation

Provide a general overview of the opening procedures and activation of the tabulator that local election officials will be required to follow to ensure the successful operation of the proposed system. Include details on verifying a zero count for the tabulator and any additional steps required prior to opening the polls on Election Day. What is the average time required for these tasks by someone who is fully trained in the proposed system?

Response:
➔

B.32

Correcting Malfunctions

Describe how the proposed system notifies election officials of a malfunction during set up and the steps officials will have to take in order to correct any malfunction prior to opening the polls.

Response:
➔

B.33

System Monitoring

Describe the process for monitoring the proposed system on Election Day. Include details on how the proposed system identifies errors or malfunctions for election officials and the steps that must be taken to correct errors or malfunctions. Please identify if and what type of error log that the proposed system provides (i.e. screen display, printed tape, etc.).

Response:
➔

B.34

Access To and Replacement of Consumables

For the following components/consumables, please identify how an election official accesses and replaces the item as well as the time required for each replacement. Use space below to provide any additional information.

	Component	How Accessed	Time Required
34a	Battery		
34b	Ink Cartridge		
34c	Paper or Receipt Tapes		
34d	Other:_____ _____		

Response:
➔

B.35

Obtaining Results

As previously noted in the Part A (Requirements) of Section II of the Technical Proposal Form, it is a requirement that the proposed system have the capability to print a tally report directly from the tabulating device at the voting place. The following questions reference printing reports from the proposed equipment at the voting place. Please indicate with an (X), the yes or no response. Use space below to provide any additional information.

	Question	Response
35a	In a voting place with multiple ballot styles (i.e., with different districts for some offices) tabulated on one device, does the proposed system have the capability to print a report that provides a total for each individual office across all ballot styles? For example, in a voting place that has two ballot styles (each with a different House district) tallied by the same tabulator, will the printed report provide totals for all votes cast for the offices common to both ballot styles, such as Governor, while providing separate totals for the individual House districts?	☐Yes ☐No
35b	Is the proposed system capable of printing multiple copies of tally reports from the device at the voting place?	☐Yes ☐No

Response:
➔

B.36

Tally Report Details

The following questions reference the tally report printed by the proposed system containing ballot tabulation information. Please indicate with an (X), the yes or no response. Use space below to provide any additional information.

	Does the printed tally report contain the following information?	**Response**
36a	Identification of the election(s)?	☐Yes ☐No
36b	Number of ballots cast by precinct and style?	☐Yes ☐No
36c	Tabulation/summary of all ballots and votes cast in any election?	☐Yes ☐No
36d	Results containing offices, candidates and issues in alpha-numeric format next to the vote totals?	☐Yes ☐No
36e	Number of write-in votes for each race?	☐Yes ☐No
36f	Number of blank votes for each race?	☐Yes ☐No
36g	Number of unread ballots?	☐Yes ☐No

Response:
➔

B.37

Available Reports

Please describe format and any other types of reports available from the proposed system.

Response:
➔

B.38

Configuration of Reports

Are the tape printouts and/or reports configurable by the Division? If yes, please describe process for making changes to existing report configurations.

Response:
➔

B.39

System Shut Down

Please provide a general overview of the procedures needed to close the polls after running required tallies or reports. Identify the process and time needed to shut down the proposed system and the steps needed to prepare it for transportation and storage.

Response:
➔

B.40

Accessible Voting System Compatibility

Please explain whether the proposed scanning and tabulating devices are compatible with any accessible voting system for use by people with disabilities. Describe any accessible voting features of the proposed system.

Response:
➔

B.41

Election Management Software (Ballot Creation)

The following questions reference ballot creation. Please indicate with an (X), the yes or no response. Use the space provided to describe how the proposed ballot creation software will or will not perform these activities.

	Question	Response
41a	The Division prefers a high level of autonomy in creating and printing ballots in Maine. Does the proposed system include election management software to allow the Division to design State and federal ballots?	☐Yes ☐No
41b	Maine designs ballots and administers elections at the State, not county, level. All voting takes place at the municipal level. Is the proposed ballot creation software easily configured to manage elections at the State level?	☐Yes ☐No
41c	Does the proposed ballot creation software include the ability to set up a framework of standard 2, 4, and 6 year election cycles? For example, State Legislative offices are on a 2 year cycle, Governor and County offices are on a 4 year cycle, and U.S. Senate offices are on a 6 year cycle.	☐Yes ☐No

Response:
➔

B.42

General Ballot Specifications

Describe the ballot generated by the proposed system. Include the dimensions of the actual ballot (width and length), number of columns, and orientation (portrait or landscape). What are the maximum and minimum allowable ballot lengths and widths that can be accommodated by the proposed scanning and tabulating devices as well as the election management software?

Response:
➔

B.43

Special Markings

Describe any special markings, such as timing marks, lines, or borders, required for full operational use of the proposed scanning and tabulating devices. Please include information about the size and placement of such markings, how much space they require, the amount of usable space for actual ballot content, and whether the markings can be suppressed for sample ballots or hand-count ballot layouts.

Response:
➔

B.44

Voting Indicators

Describe the voting indicators required on the ballot to be recognized by the proposed scanning and tabulating devices (e.g. ovals, squares, arrows).

Response:
➔

B.45

Ballot Paper

Describe the type and weight of paper or cardstock required for full operational use of the proposed scanning and tabulating devices. If plain paper cannot be used, include information about source availability (i.e. if the stock is widely available or sole-sourced). If pre-printed ballot shells are required, please describe.

Response:
➔

B.46

Election Management Software (Ballot Creation)

The following questions reference the usability of the proposed ballot creation software. Please indicate with an (X), the yes or no response. Use the space provided to describe how the proposed ballot creation software will or will not perform these activities.

	Question	Response
46a	Does the software use a Windows-style graphical user interface as the ballot design editor which will display content during editing similar to the final printed output?	☐Yes ☐No
46b	Does the software allow the import of ballot data, such as offices and candidates, from a common data source such as a spreadsheet or delimited text file? If Yes, please provide the data specifications to demonstrate the required data types and file layouts.	☐Yes ☐No
46c	Does the software allow for the export of ballot data into commonly accepted file formats, such as delimited text files, Excel, etc? If Yes, please provide sample data printouts as appropriate (not to exceed a single page per sample).	☐Yes ☐No
46d	Does the software minimize redundant data entry by allowing the user to copy election data (precincts, candidate offices, etc.) from a previous election cycle to a new election cycle and to link that information to current candidate data?	☐Yes ☐No
46e	Maine prohibits certain information from being displayed on official ballots. Is any information specific to the Bidder, such as company name and/or logo, automatically applied to ballot layouts? If Yes, please use the provided space to explain how this information will be suppressed.	☐Yes ☐No

Response:
➔

B.47

Ballot Design

Describe the process of designing a standard ballot layout using the proposed software's ballot design capability. How are various elements (headings, text, voting indicators, etc.) positioned on the ballot layout?

Response:
➔

B.48

Ballot Templates

Will the proposed software allow the Division to design multiple ballot templates with customized text, headings, graphics, etc? Please describe how the software would enable this.

Response:
➔

B.49

Ballot Template Limitations

Describe any limitations on the number of ballot templates and styles that may be created in the proposed software.

Response:
➔

B.50

Ballot Graphics

Describe how required graphics (State seal, signatures, etc.) are imported and positioned correctly on the ballot layout. List any limitations such as file size and format (JPG, PNG, BMP, etc.). Does the proposed software require the user to enter position coordinates or have "drag and drop" capability?

Response:
➔

B.51 **Camera-Ready Ballot Images**	Describe the process for exporting camera-ready ballot images from the proposed software in a standard format (such as PDF or TIFF). Does the software have the ability to export all ballot styles for a single election as well as individual ballot styles on demand?
	Response: ➔
B.52 **Sample Ballots**	Maine requires the ability to generate sample ballots where the words "Official Ballot" are changed to "Sample Ballot" in the heading. Describe how the proposed software can easily produce sample ballots for each official ballot style. Does the software have the ability to generate sample ballots on an individual basis, as a group, and/or all ballots for an election?
	Response: ➔
B.53 **Customized Ballot Headers**	Describe how the proposed software enables various ballot styles to be applied to one or more municipalities and presents the name of the municipalities as part of the ballot header. For example, how are the municipalities that are grouped on a ballot style placed within the header? Can the entries be placed in alphabetical order?
	Response: ➔
B.54 **Ballot Image Preview**	Does the proposed software provide a preview of the ballot(s) prior to printing or generating an electronic file?
	Response: ➔
B.55 **Ballot On-Demand Printing**	Does the proposed system include the option for "on-demand" printing of ballots? Please describe.
	Response: ➔
B.56 **Search Functionality**	Describe any search and find capability included in the proposed software that would allow a user to access and/or view specific ballot styles or find the ballot style(s) for a particular municipality, even if the user does not know the ballot identification number.
	Response: ➔
B.57 **Primary Election Ballots**	Describe the process for designing ballot styles for all qualified political parties prior to a Primary Election, where the same districts and offices will appear with different candidates. How is the setup different than for a General Election?
	Response: ➔
B.58 **Color Coding**	Does the proposed election programming software allow for the addition of color features in the ballot heading to differentiate ballot styles or parties? For example, during a Primary Election each party would have a different color/design in the ballot heading.
	Response: ➔
B.59 **Available Languages**	In what languages, other than English, can the proposed system create and produce ballots as the State may require?
	Response: ➔
B.60 **Special Characters**	When programming ballots in the English language, please describe any special characters that are available to use for names (e.g. accent, umlaut, tilde, etc.).
	Response: ➔

<table>
<tr><td>B.61

Declared Write-in Votes</td><td>Under Maine law, write-in candidates have to file a declaration at least 45 days prior to the election in order for their votes to be deemed valid and to be tabulated for that office. Does the proposed system have the capability to be programmed to recognize only the write-in indicator for the offices where a write-in candidate has declared, and to process those ballots as the only ballots containing write-in votes?

☐Yes ☐No

Response:
➔</td></tr>
<tr><td>B.62

Ranked Choice Voting</td><td>Does the proposed system have the ability to program ballots for majority voting, such as ranked choice or instant run-off elections? If so, can the system provide for specific contests which are ranked choice on the same ballot with plurality contests?
Response:
➔</td></tr>
<tr><td>B.63

Election Management Software (Memory Devices)</td><td>The following questions reference programming the memory devices and/or tabulators to configure the proposed system for Maine elections. Please indicate with an (X), the yes or no response. Use space below to provide any additional information.
<table>
<tr><th></th><th>Question</th><th>Response</th></tr>
<tr><td>63a</td><td>Does the proposed election management software allow the Division to program memory devices for the scanning and tabulating units?</td><td>☐Yes ☐No</td></tr>
<tr><td>63b</td><td>Is Bidder involvement <u>required</u> for programming memory devices and/or tabulators for use at each election?</td><td>☐Yes ☐No</td></tr>
<tr><td>63c</td><td>If the Division has the ability to program State and federal elections, but wishes to seek third party assistance, can the required hardware/software be transferred to a third party?</td><td>☐Yes ☐No</td></tr>
<tr><td>63d</td><td>Is it necessary to have devices taken to a central location for programming?</td><td>☐Yes ☐No</td></tr>
<tr><td>63e</td><td>Can multiple elections (e.g. State party primaries, State referendum, municipal, etc.) and multiple ballot styles be programmed, stored and tabulated by a single device for a single Election Day?</td><td>☐Yes ☐No</td></tr>
</table>
Response:
➔</td></tr>
<tr><td>B.64

Bidder Involvement</td><td>If Bidder involvement is required for programming the memory devices and/or tabulators, describe the extent of that involvement and how that service will be provided as part of the contract. Define what is covered/excluded under the fixed price stated in the cost proposal.
Response:
➔</td></tr>
<tr><td>B.65

System Architecture & Hardware</td><td>Describe the type of computer platform (hardware, operating system, system requirements, etc.) required to program elections using the proposed system. Please list any specialized or proprietary hardware, as well as any COTS hardware required.
Response:
➔</td></tr>
</table>

B.66 **Elections Software**	What software is used for programming State, federal and/or municipal elections? Please list any proprietary software, as well as any COTS software required.
	Response: ➔
B.67 **Software Interfaces**	Does the proposed election management software have the ability to interface with other software? If so, please list the software and describe the interface and its purpose.
	Response: ➔
B.68 **Municipal Election Programming**	Is the Bidder willing to contract with the municipalities for programming municipal elections that are held separately from the State/federal elections? If "Yes" please describe the support services available to municipalities who may wish to contract with the Bidder for local ballot configuration and election programming services.
	Response: ➔
B.69 **Voting Unit Preparation**	What steps are necessary to configure each proposed tabulating device prior to each election for which it is used? Can the programming be transported via a memory device or through some other means (other than internet transmission)? Please describe how the Division, or Bidder if required, would program the device.
	Response: ➔
B.70 **Documentation**	Describe the Bidder's instructions on setup and usage of the proposed election management hardware and/or software.
	Response: ➔
B.71 **User Proficiency**	Describe the level of user knowledge and technical proficiency required for non-technical staff to successfully use the proposed election management hardware and software. What is the general training time required?
	Response: ➔
B.72 **Ballot Coding Review**	If the Division has the ability to program elections independently, will the Bidder agree to review the ballots prior to them being sent to a third-party printer? What is the response time for the Bidder to review the ballot styles provided by the Division and confirm that the ballot coding is correct? (The approximate number of official ballot styles for a Primary Election is 1000; for a General Election the number is 330.)
	Response: ➔
B.73 **Ballot Coding Municipal Elections**	If the Division programs the memory cards for a State and/or federal election, will the Bidder have the ability to add local municipal elections to one or more of those memory cards? If so, please describe the process the Bidder would use to add this programming.
	Response: ➔
B.74 **Reports**	Describe how the proposed election programming software produces reports and whether only "canned" reports are available, or if the Division will have the ability to create ad hoc reports. Provide a list of all available reports and printed sample reports as appropriate (not to exceed a single page per sample).
	Response: ➔
B.75 **Other Features**	Please describe any additional features of the proposed system related to the programming of elections and/or ballot design and creation not referenced elsewhere in this section.
	Response: ➔

Part C. Security and Accuracy (15 points)

The following questions (C.1-C.27) deal with security and accuracy of the proposed system to protect the integrity of Maine's elections.

C.1 **Prevention of Unauthorized Access or Tampering**	Describe how the proposed system prevents unauthorized access and/or attempted or actual tampering with the system by any individual (internal users or the general public). Include details for prevention of tampering during, before and after an election; while the device is in storage and from all locations, local and remote.
	Response: ➔
C.2 **Detection and Notification of Unauthorized Access**	Describe any features of the proposed system that will notify State or municipal election officials of, or otherwise allow them to detect, an attempted or actual tampering event.
	Response: ➔
C.3 **Removable Memory**	If removable memory is utilized, describe how the proposed system provides for tamper detection of any removable memory medium/device. Please explain how the removable memory device, if applicable, may be sealed into the proposed scanning and tabulating device.
	Response: ➔
C.4 **Wireless Port Security**	If wireless ports are available on the proposed system, how are they secured? If standard ports are used, how are they secured? If secured, how are they accessed (e.g. physical key, solenoid lock, etc.)?
	Response: ➔
C.5 **Storage Security**	If device interfaces and power connections can be accessed through the storage case, how are they designed to be tamper-proof while in storage?
	Response: ➔
C.6 **Software Upgrades**	Describe how upgrades and patches (including all certified firmware and software patches to repair defects) will be managed and introduced to any equipment or components of the proposed system in a manner that will ensure ease of implementation, consistency of administration across the State and ensure that the integrity of the voting system is maintained.
	Response: ➔
C.7 **Bidder Security**	Describe how Bidder maintains security internally, at customer sites, manufacturing sites and programming sites. (Response must include reference to site security measures and Bidder screening for potential security risks when hiring personnel who will be involved with this contract, or will have or had any involvement in the programming, design or manufacture of any components of the proposed system.)
	Response: ➔
C.8 **Encryption**	What, if any, encryption is employed at any point in the proposed system? If encryption is used, describe how and where it is deployed within the voting system.
	Response: ➔

<table>
<tr><td>C.9

User Acceptance HASH Code Testing</td><td>Will the Bidder provide the Division with the ability to verify the integrity of the software and/or firmware installed on the proposed system by using hash code testing upon receipt of the system? If so, please describe this process in detail.
Response:
➔</td></tr>
<tr><td>C.10

System Architecture</td><td>Please identify any non-proprietary commercially available components (hardware and software) of the proposed system.
Response:
➔</td></tr>
<tr><td>C.11

System Architecture</td><td>The following questions reference the architecture and configuration of the proposed system. Please indicate with an (X), the yes or no response. Use space below to provide any additional information.
<table>
<tr><th></th><th>Question</th><th>Response</th></tr>
<tr><td>11a</td><td>Does any part of the proposed system require software and/or firmware to be installed on the scanning and tabulating device?</td><td>☐Yes ☐No</td></tr>
<tr><td>11b</td><td>Are there any components of the proposed system that must reside on another platform?</td><td>☐Yes ☐No</td></tr>
<tr><td>11c</td><td>Is it necessary to include any add-on or third-party software to support functionality desired by the Division?</td><td>☐Yes ☐No</td></tr>
<tr><td>11d</td><td>Does the proposed system use any open-source software? If Yes, please describe below.</td><td>☐Yes ☐No</td></tr>
</table>
Response:
➔</td></tr>
<tr><td>C.12

Pre-Election Security</td><td>Describe any poll opening reports, security procedures and self-testing recommended or required for the proposed system prior to operation, and whether the system will operate if any of these steps are not completed.
Response:
➔</td></tr>
<tr><td>C.13

Physical Device Security</td><td>Describe any locking mechanism(s) or device(s) which will secure the proposed scanning and tabulating device immediately upon stopping operation of the device and prevent the scanning of additional ballots.
Response:
➔</td></tr>
<tr><td>C.14

Post-Election Security</td><td>Describe any poll closing reports (other than the tally report), security procedures and self-testing recommended or required for the proposed system after scanning operation ceases, to ensure that scanned ballots have been accurately tabulated and that the device is in good working order and has not been tampered with.
Response:
➔</td></tr>
<tr><td>C.15

Election Results Security</td><td>Describe any security procedures in place that prevent the proposed system from printing tally reports before the sequence of events required for the closing of polls is completed.
Response:
➔</td></tr>
</table>

C.16 Audit Capability

The following questions reference the audit capabilities of the proposed system. Please indicate with an (X), the yes or no response. Use space below to provide any additional information.

	Question	Response
16a	Does the proposed scanning and tabulating device contain an internal clock for recording dates and times of all activities? If "Yes", please describe below how access to this internal clock is secured from tampering.	☐Yes ☐No
16b	Does the proposed scanning and tabulating device produce an audit log that is created and maintained by the system in the sequence in which each operation is performed or each event occurs?	☐Yes ☐No
16c	Does the proposed scanning and tabulating device allow for extraction of all audit data from any internal or removable memory devices?	☐Yes ☐No

Response:
➔

C.17 Audit Reporting

The following questions reference the audit log printed by the proposed system containing system configuration and operational information. Please indicate with an (X), the yes or no response. Use space below to provide any additional information.

	Does the proposed scanning and tabulating device produce a printed audit log containing the following information?	Response
17a	Activation and deactivation dates and times?	☐Yes ☐No
17b	Identification of each unit by serial number or other unique identifier?	☐Yes ☐No
17c	Identification of the program and version being run?	☐Yes ☐No
17d	Identification of the election file being used (if applicable)?	☐Yes ☐No
17e	Record of all options entered by the operator?	☐Yes ☐No
17f	Record of all tabulation and accumulation activities?	☐Yes ☐No
17g	Record of all actions and events (e.g. paper jams, system malfunctions, etc.)?	☐Yes ☐No

Response:
➔

C.18 System Security Model

How will the Bidder work with the Division to devise and implement a system security model in which roles and privileges are defined to allow or prevent access to the proposed election management software and the voting devices (hardware and software/firmware).

Response:
➔

<table>
<tr><td>C.19

System Security</td><td>Please describe any other system-wide security procedures and describe how all security provisions are compatible with administrative set-up and operational use.
Response:
➔</td></tr>
<tr><td>C.20

Record of Votes Cast</td><td>Describe how the proposed scanning and tabulating device accurately reads and records the markings on a paper ballot and produces a detailed report of each vote cast.
Response:
➔</td></tr>
<tr><td>C.21

Ballot Markings</td><td>Describe the requirements for a valid ballot mark (e.g. a filled oval) to be recognized and recorded by the proposed scanning and tabulating device. Please explain any limitations of the device in recognizing the ballot markings, such as partially filled indicators.
Response:
➔</td></tr>
<tr><td>C.22

Pre-Election Testing</td><td>The following questions reference activities during pre-election testing designed to ensure data accuracy and integrity on the proposed system. Please indicate with an (X), the yes or no response. Use space below to provide any additional information.
<table>
<tr><th></th><th>Does the proposed system provide the following functions?</th><th>Response</th></tr>
<tr><td>22a</td><td>The capability to run a series of diagnostic tests of all major components to ensure that every component and interface is working properly and utilizes the same software as was certified?</td><td>☐Yes ☐No</td></tr>
<tr><td>22b</td><td>Generates printed reports from the voting unit regarding the opening of the polls, including identification of each candidate contest and ballot question, verifying a zero start?</td><td>☐Yes ☐No</td></tr>
<tr><td>22c</td><td>Ensures that data will not be lost during the generation of reports?</td><td>☐Yes ☐No</td></tr>
<tr><td>22d</td><td>Ensures that functions cannot be initiated out of sequence?</td><td>☐Yes ☐No</td></tr>
<tr><td>22e</td><td>Enables test data to be purged from the system without impacting any other election data?</td><td>☐Yes ☐No</td></tr>
</table>
Response:
➔</td></tr>
<tr><td>C.23

Election Day Environment</td><td>Describe how the proposed scanning and tabulating device will operate correctly and accurately in a voting place that is exposed to adverse environmental conditions (e.g. extreme heat or cold, damp, dry, etc.). Please explain any limitations of the device with regard to environmental conditions, such as temperature and humidity ranges.
Response:
➔</td></tr>
<tr><td>C.24

Multiple Memory Sources</td><td>Does the proposed scanning and tabulating device store election data, including the tabulation of votes (by individual ballot), in more than one memory location, such as main storage and a programmable memory device? If so, how will the system verify that each memory source contains identical data and provide an error notification of any inconsistency? Please describe.
Response:
➔</td></tr>
</table>

C.25 **Logic & Accuracy Testing**	Are logic and accuracy test results stored in the memory (main storage and/or a programmable memory device) of the proposed scanning and tabulating unit on which the test was conducted? How are these results segregated from election data? Please describe.
	Response: ➔
C.26 **Accuracy of Diverter (If Applicable)**	If the proposed system uses a mechanism in the ballot box to segregate fully counted ballots from unread or not fully counted (e.g. write-in) ballots, how does the system ensure that ballots are accurately diverted into the correct compartment of the ballot box? What conditions may prohibit the mechanism from operating properly? Does the proposed system have alerts (visual, audible or both) to notify election officials that the mechanism has failed?
	Response: ➔
C.27 **System Accuracy**	Please describe any other procedures to ensure accuracy and integrity of the data on the proposed system and describe how all such provisions are compatible with administrative set-up and operational use.
	Response: ➔

Part D. Implementation, Training, and Support (15 points)

The following questions (D.1-D.28) deal with the implementation of the proposed solution, training of Division staff, and the Bidder's project management plan.

D.1 **Preliminary Project Work Plan**	Provide a **preliminary project work plan** for the overall implementation of the proposed system consistent with the Division's described requirements, the Bidder's proposed system, and a phased implementation schedule. The plan must include at a minimum the following: • Task set (delivery, installation, acceptance testing) • Deliverables • Resource allocation (Bidder, Division, Municipal, other) • Timelines
	Response: ➔
D.2 **Final Project Work Plan**	Confirm that the Bidder will submit to the Division for approval, a **final project work plan** for Phase 1 of the project within one week following execution of the contract.
	Response: ➔

D.3
 	
Project Management
	Describe how the Bidder will plan, organize, control, and lead this project. Include reference to the following:
	• The Project Manager's role within the Bidder's organizational structure
	• Dedication of the Project Manager's time and resources to this project
	• Delivery of written weekly summaries of progress during the phased implementation, including:
	  ○ An outline of work accomplished during the period
	  ○ An outline of work to be done during the subsequent period
	  ○ A list of problems, real or anticipated, to be presented to the Division project director
	  ○ Notification of any significant deviation from the previously agreed-upon work plan

	Response: ➔

D.4 **Risk Management**	Describe how the Bidder will manage risk during the implementation process. Define the Bidder's approach and set of activities, including: • Test scripts and scenarios • Assessment and identification of risks involved with this procurement • Identification of any previous implementation issues experienced by the Bidder in other jurisdictions • Potential impact of identified risks • Proposed risk mitigation strategies addressing the identified risks • Involvement of State and municipal election officials
	Response: ➔
D.5 **Delivery Tracking Plan**	Describe how the Bidder will track delivery of all equipment and software and communicate this to the Division.
	Response: ➔

D.6
 	
User Acceptance Test Plan
	Provide a description of how the Bidder will assist the Division with User Acceptance Testing to confirm that all components of the proposed hardware and software meet functional requirements as agreed and the Bidder has met all deliverable requirements in the procurement contract. The acceptance test plan shall include the following, if applicable:
	• Hardware
	  ○ Overall system test, including operational scenarios
	  ○ Performance testing
	  ○ Stress testing
	• Software
	  ○ Meets State configuration requirements
	  ○ Functions as expected
	• Functional
	  ○ Logic and accuracy test
	  ○ Interoperability with ballot box
	  ○ Demonstration of accurate tabulation of vote
	• Division acceptance sign-off on test results

	Response: ➔

D.7

System Documentation

The following questions reference the Bidder's ability to provide the necessary documentation for the installation, use, administration, and support of the proposed system. Please indicate with an (X), the yes or no response. Use the space below to describe how the Bidder will provide this documentation to the Division. One sample of each set of documentation must be submitted as an attachment to the original copy of the Bidder's proposal as well as an electronic copy of each.

	Will the Bidder provide the following documentation?	**Response**
7a	An installation and configuration guide for all proposed hardware and software components?	☐Yes ☐No
7b	An operations manual describing how State election officials can maintain and operate the proposed software and hardware?	☐Yes ☐No
7c	A user manual describing how a user can utilize all the functions within the proposed software?	☐Yes ☐No
7d	Troubleshooting documentation for the proposed hardware and software components?	☐Yes ☐No
7e	Other documentation necessary to enable full operational capabilities for the proposed system?	☐Yes ☐No

Response:
➔

D.8

Training Resources

Describe the timing, quantity, and type of resources that the Bidder proposes to commit to training Division staff in the use and operation of the proposed hardware and software.

Response:
➔

D.9

Training Levels

Describe how the Bidder will provide technical and "train-the-trainer" instruction to Division staff that will address the varying levels of technical competency within the Division.

Response:
➔

D.10

Train-the-Trainer Resources

Explain how the Bidder's training approach will ensure that the Division will have the materials and expertise to be self-sufficient in conducting training for municipalities.

Response:
➔

D.11

Training Plan and Instructions

Describe how the Bidder will provide training and documented instructions consistent with the Division's needs identified in the Scope of Services in Part II of this RFP. The training plan shall include reference to the following:

- Unpacking, assembling, and acceptance testing of the proposed solution
- Adjustment and alignment of the equipment, if necessary
- Proper use and operation of the equipment by election officials
- Troubleshooting equipment problems
- Identification and prevention of tampering
- How and when to place service calls
- Maintenance, transportation, and storage of the equipment
- Designing and creating ballots
- Programming of removable memory devices, if applicable

Response:
➔

D.12 **Training Materials**	Describe the training materials to be provided by the Bidder, giving an overview of the type(s) of materials, the general layout, and the content. The Bidder must provide one printed sample of the training handbook for evaluation with the original copy of the Bidder's proposal as well as an electronic copy. Additionally, the Bidder may submit one printed copy of any other pertinent documentation, such as a "quick start guide".
	Response: ➔
D.13 **Continuity of Training**	Describe the Bidder's approach to ongoing training in the event of fixes, upgrades, or modifications to the proposed hardware, firmware, or software.
	Response: ➔
D.14 **Voter Education**	Describe the Bidder's approach to voter education about the proposed system. Include one printed sample of any voter training and education materials with the original copy of the Bidder's proposal as well as an electronic copy.
	Response: ➔
D.15 **Training Video**	Describe whether the Bidder has a training video available for distribution relating to election official and/or voter use of the proposed system, and indicate whether the Division may use and distribute the video as part of the State's training and implementation schedule.
	Response: ➔
D.16 **Software Releases**	Describe how the Bidder plans, schedules and implements software releases of the certified software and/or firmware. Include specific reference to the following: • Any planned future releases • Expected frequency of releases • Client input regarding the content of releases • Required resources, planning, and technical skills required for installation • Backwards compatibility with previously applied patches and configuration settings • Ability to select or decline individual components of the release with regards to the impact on certification and overall functionality of the system
	Response: ➔
D.17 **Requested Software Changes**	Describe the Bidder's ability to modify certified software/firmware to meet new federal or State legal requirements that may or may not apply to different states and jurisdictions using the proposed system.
	Response: ➔
D.18 **Product Management and Reporting**	Describe how the Bidder will provide the Division with full visibility into the planned product development calendar, including: • Anticipated or scheduled events such as enhancements, bug fixes, engineering redesign/changes, or any component/product discontinuation • Release and/or change effective dates
	Response: ➔
D.19 **Maintenance and Support**	Describe how the Bidder will provide maintenance and support of the proposed system and ensure the availability of well-trained and experienced maintenance staff capable of repairing and replacing malfunctioning equipment.
	Response: ➔

D.20

Repair and Replacement

Describe how the Bidder will provide reliable delivery of any proposed system components requiring repair or replacement under the contract, and how the delivery methods will allow the Bidder to meet required repair and replacement response times, including on Election Day.

Response:
➔

D.21

Preventive Maintenance

Describe the Bidder's plan to keep the proposed system components fully operational. Include reference to recommended maintenance activities as applicable including, but not limited to, the following:

- Scheduled maintenance and replacement of components
- Monitoring replacement of consumables
- Special testing for approaching events, such as:
  - Upcoming elections
  - First time election types (at large, ranked choice)
  - End of calendar year
  - Daylight savings

Response:
➔

D.22

Support Plan

Describe the Bidder's approach to providing administrative support for elections to the Division.

Response:
➔

D.23

Support Response and Wait Times

Describe how the Bidder will provide support to the Division and municipalities by defining the maximum response and resolution timeframes. Help Desk support for the proposed software for the Division must be available Monday through Friday, 8 am to 5 pm local time, holidays excluded. Use the space below to provide any additional information.

Event	More Than 2 Weeks Before Election Day	2 Weeks Before Election Day	Day Before Election, Election Day, and Day After Election
Toll free telephone Help Desk (wait times for calls to be answered).	Wait Time _____	Wait Time _____	Wait Time _____
Issue ticket and inform user (Includes assignment of severity, priority, and required resource for tickets not immediately resolved)	Response Time _____	Response Time _____	Response Time _____
Notify user of disposition of repair/replacement action	Response Time _____	Response Time _____	Response Time _____
Successful repair or replacement with fully functioning Ballot Scanning and Tabulating System	Response Time _____	Response Time _____	Response Time _____

Response:
➔

D.24 **Help Desk Availability**	Please identify the Help Desk's hours of availability on each Election Day.
	Response: ➔
D.25 **Election Day Support and Logistics**	Describe the logistics by which the Bidder will ensure that service technicians may be immediately dispatched on Election Day to voting locations that are experiencing problems which cannot be adequately addressed by telephone support.
	Response: ➔
D.26 **Help Desk Tickets**	Describe how the Bidder will provide the Division with real time information on the status and disposition of all help desk tickets, as well as periodic analysis of this information to identify and remediate common issues.
	Response: ➔
D.27 **Issue Tracking and Reporting**	Describe how the Bidder will track user comments, suggestions, and complaints received from State and/or local election officials and will present that information to the Division in an ongoing and organized manner (periodic reports, tracking tool, etc.).
	Response: ➔
D.28 **Product Issue Reporting and Resolution**	Describe how the Bidder will inform the Division of any hardware or software/firmware issue occurring in any jurisdiction outside of the State in which the proposed system or similar components are being used. Include reference to the following: • Consolidation of complaint tracking information across states and jurisdictions • Identify and disseminate issues of common concern • Analysis and reporting of errors identified, including the root cause • Proposed remedy and instructions
	Response: ➔

PART VIII - APPENDICES

Appendix C – Cost Proposal Form

State of Maine
Department of the Secretary of State
Bureau of Corporations, Elections and Commissions, Elections Division

COST PROPOSAL FORM

RFP # 201208364
Lease of Ballot Scanning and Tabulating System

Bidder's Organization Name:

_____

1 – Units with Software to Read/Tabulate Ballots and Associated Support Costs

Number of Units Leased	Annual Lease Cost Per Unit	Extended 5 Year Lease Cost Per Unit
1 – 200 units		
201 – 400 units		
	1. 5 Year Avg. Cost:	

2 – Elections Management Software/Hardware & Associated Licensing and Upgrade

Elections Management Software/Hardware, etc.	Annual Lease Cost	Extended 5 Year Lease Cost
Lease of Software for Ballot Creation		
Lease of Hardware and Software for Memory Devices		
	2. 5 Year Total Cost:	

Total Combined Cost of 1 and 2 Above	**Total Cost**
Total Cost of Bid :	

Retail Purchase Price Comparison (Not Scored)

Note: Though it will not affect scoring, it is requested that responders provide the retail purchase price (unburdened with support, training, or software licensing costs) for a single ballot scanner and tabulator loaded with the firmware and software to read and tabulate ballots. Insert retail purchase price per unit in the box below:

PART VIII - APPENDICES

Appendix D – Economic Impact Narrative Form

State of Maine
Department of the Secretary of State
Bureau of Corporations, Elections and Commissions, Elections Division

ECONOMIC IMPACT NARRATIVE FORM
RFP # 201208364
Lease of Ballot Scanning and Tabulating System

Bidder's Organization Name:

_____

Please use the space below to type a narrative description of the economic impact of this proposal, on or within the State of Maine, as further described in Section IV of this RFP (page 13). The response should not exceed one page, single spaced, and typed using a font no smaller than 11 point Times New Roman or similar.